

HOW HAS THE BUDGET REVISION FORM CHANGED?

Single form for Prime/Sub Budget Revisions. No cover sheet.

Prime/Sub budget revisions use a single table. You can complete Budget Revisions using multiple Project IDs by creating additional lines for new Project ID/Account Code combinations.

Using Multiple Project IDs

	Project ID	Dept No.
+	5101111	621100
-		
+	5101112	621100
-		

Electronic Signatures and Electronic Submission.

If the form is signed digitally, the form can be submitted electronically. PD/PIs and Business Managers/Departmental Administrators can electronically sign the form. You can then submit the form electronically. The information in the form is included in an automated email and sent to ResAdminOSR@unc.edu. Scanned copies of ink signatures will still be accepted. You will have to submit the attachment manually and email the form to ResAdminOSR@unc.edu.

More information from the Chartfield String.

Each line in the Entry Table also requires the Department Number found in the chartfield string. This information will prevent keying chartfields incorrectly such as entering budget onto the right Project ID and Account Code, but the wrong department.

Total Change calculates for you.

The form calculates the amount revised for each Account and the total amount being changed for the entire Budget Revision. OSR will only approve Budget Revisions with a Total Change of zero. If you try to complete a form that does not equal zero the Total Change cell is shown in **Red**. The form prevents users from saving, printing, and electronically submitting the form when the Total Change does not equal zero and shows the field in red. The field color will only revert to normal after you correct the Budget Change amounts and then save, print, or electronically submit the form.

Total Change Equals Zero ✓

Current Budget	Budget Change	Revised Budget
\$1,000.00	\$500.00	\$1,500.00
\$3,000.00	(\$500.00)	\$2,500.00
Total Change	\$0.00	(must equal zero)

Total Change Not Zero ✗

Current Budget	Budget Change	Revised Budget
\$1,000.00	\$500.00	\$1,500.00
\$3,000.00	(\$1,500.00)	\$1,500.00
Total Change	(\$1,000.00)	(must equal zero)